

# REACH CHICAGO



## Group Participation for Reach Chicago

1. Email [reachtheheartcal@gmail.com](mailto:reachtheheartcal@gmail.com) with the following information to update on all Adult/Leader and Student applications:

- Prices
- Due dates
- Itinerary updates
- Contact information
- Who to write out payments to
- Where/How to submit applications

*\*Changes may include but are not limited to the areas listed above.*

2. Once your personalized applications have been emailed to you, make them available immediately for your students.

*\*Please send requests for access to our promotional video to [reachtheheartcal@gmail.com](mailto:reachtheheartcal@gmail.com)*

3. Have the following items received by May 4, 2022:

- All team members applications (adult/leader and students)
- Payment (one check for the entire group)
- A completed Group Registration Form

4. May 18, 2022: Notify the Reach the Heart Administration ([reachtheheartcal@gmail.com](mailto:reachtheheartcal@gmail.com)) if your group will be bringing transportation to utilize to and from Chicago (1 van and 1 trailer, 2 vans and no trailer, etc.)
5. June 1, 2022: Notify the Reach the Heart Administration ([reachtheheartcal@gmail.com](mailto:reachtheheartcal@gmail.com)) for sleeping accommodations the Friday prior to our departure.

We are excited to have you and your group serve with Reach the Heart and Chicago City Life Center. If you have any additional questions, please reach out via email ([reachtheheartcal@gmail.com](mailto:reachtheheartcal@gmail.com)) or by phone (701-446-8342).

A banner for the REACH CHICAGO event. The left side features a blue-tinted cityscape of Chicago with the words "REACH CHICAGO" in large, white, bold, sans-serif capital letters. The right side is a solid purple triangle containing the "REACH THE HEART" logo, which consists of a white circle and the text "REACH THE HEART" in white, bold, sans-serif capital letters.

**REACH  
CHICAGO**



**June 18 - June 26, 2022**

*#RTHChicago2022*

## **Group Registration**

*Churches must send ALL their registrations together.*

**Deadline: May 4, 2022**

# Registration and Payment

The Reach the Heart administration must receive a completed individual form from each participant and leader as well as this church registration form, a completed Volunteer Affidavit (attached), and the minimum required deposit for each participant and leader to complete the registration process.

Please print all information clearly in black or blue ink.

TOTAL	INCLUDED	NOT INCLUDED <small>(This is at your own expense. We suggest bringing about \$200.00)</small>
<b>\$525.00*</b> <small>(Make checks payable to Reach the Heart)</small>	<ul style="list-style-type: none"> <li>Transportation</li> <li>Housing</li> <li>Meals on June 19-24</li> <li>4 Ministry Shirts</li> </ul>	<ul style="list-style-type: none"> <li>Meals for all travel days (June 18 &amp; 26)</li> <li>Meals on the evening of June 19 and ALL day June 25 (to go snack packs provided June 25)</li> <li>L Train pass for the evening of June 19 and all day on June 25</li> </ul>

**We will not accept direct payment sent in for applicants attending church groups.**

Please instruct all participants attending with your group they must send all payments to your designated location.

DUE DATE	REGISTRATION REQUIREMENTS <small>All applications will be treated on a first-come, first-served basis.</small>
<b>MAY 4, 2022*</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Application for EACH student and adult/leader participant</b></li> <li><input type="checkbox"/> <b>Minimum \$200.00 NON-REFUNDABLE DEPOSIT for EACH participant</b> <small>(Full payment of \$525.00 is appreciated at the time of registration.)</small> <ul style="list-style-type: none"> <li><input type="checkbox"/> A late fee of \$25.00 (for all applications received after the due date, equaling a non-refundable deposit of \$225.00)</li> </ul> </li> </ul>
<b>MAY 25, 2022*</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>\$325.00 NON-REFUNDABLE REMAINING BALANCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A late fee of \$25.00 (for all unpaid balances after the due date, equaling a non-refundable remaining balance of \$350.00) <small>If full payment was received on the first due date, this date does not apply.</small></li> </ul> </li> </ul>

**Please send all pages listed above fully completed and to the following address:**

**Reach the Heart**  
**Attn: Reach Chicago**  
**P.O. Box 10265**  
**Fargo, ND 58106**

Receipt of application at any time does not guarantee acceptance. Primary Group Contact of the registering group host will be notified via mail/email details regarding acceptance. It is the responsibility of the registering group host to inform all participants of acceptance.

If for any reason a registrant is NOT accepted to attend Reach the Heart's Reach Chicago trip, their deposit will be returned to the registering group host address indicated on the group registration form. It is the responsibility of the registering group host to administer the return of the registrant's deposit to the applicant.

However, deposits and any remaining balance will not be returned to applicants that are accepted but choose to not attend. ALL APPLICANTS MUST notify their group host AND Reach the Heart at [reachtheheartcal@gmail.com](mailto:reachtheheartcal@gmail.com) or by calling (701) 446-8342 if you choose to no longer attend.

Any further questions not addressed, please contact [stephaniekost3@gmail.com](mailto:stephaniekost3@gmail.com).

# Packing List

The following guidelines are to be followed by every participant. Do not hand in this list with your group application.  
**Due to limited space, ALL students & adults are only allowed ONE SUITCASE/BAG & ONE PURSE/BACKPACK!**

<b>PACK THIS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clothing for 9 days (the following are non-negotiable and must be followed):             <ul style="list-style-type: none"> <li><input type="checkbox"/> LONG shorts (mid-thigh or longer)</li> <li><input type="checkbox"/> Crew neck T-shirts (may get dirty/ruined, cropped tops prohibited)</li> <li><input type="checkbox"/> Pants for work projects (old jeans, old gym shorts, etc.)</li> <li><input type="checkbox"/> Socks &amp; Underwear for 9 days</li> <li><input type="checkbox"/> 2 pairs of tennis shoes (required for all ministry activities) (if one pair gets soaked, you will have a backup)</li> <li><input type="checkbox"/> Shower shoes</li> <li><input type="checkbox"/> Two sets of modest clothing for downtown Chicago</li> <li><input type="checkbox"/> Travel clothes for the trip to and from Chicago (cropped tops prohibited)</li> <li><input type="checkbox"/> Modest Pajamas</li> <li><input type="checkbox"/> Long Sleeves to wear UNDER your ministry shirts on cold/rainy days (this is REQUIRED)</li> </ul> </li> <li><input type="checkbox"/> Bible</li> <li><input type="checkbox"/> Notebook/Journal &amp; Pen</li> <li><input type="checkbox"/> Toiletries (Shampoo, conditioner, soap, deodorant, toothbrush &amp; toothpaste, etc.)</li> <li><input type="checkbox"/> Towels &amp; washcloths (NOT PROVIDED)</li> <li><input type="checkbox"/> Bedding (NOT PROVIDED)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Pillow, sleeping bag/sheets/blanket</li> <li><input type="checkbox"/> A cot or air mattress (if you choose not to bring one, you will be sleeping on a gym floor the entire trip) * SPACE IS LIMITED: If bringing a queen-size air mattress, you will be required to share. ** Beds should only take up ONE space to ensure adequate room for all fellow team members. It will be tight!</li> </ul> </li> <li><input type="checkbox"/> Spending Money (we suggest about \$200)</li> <li><input type="checkbox"/> Water Bottle</li> </ul>
<b>OPTIONAL</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cell phone &amp; charger (Instructions of use will be announced on the trip)</li> <li><input type="checkbox"/> Camera &amp; charger</li> <li><input type="checkbox"/> iPod &amp; ear pods/headphones (not allowed to have during work projects, VBS, or evening rallies)</li> <li><input type="checkbox"/> Flashlight</li> <li><input type="checkbox"/> Dirty clothes bag</li> <li><input type="checkbox"/> Sunscreen</li> <li><input type="checkbox"/> Sunglasses (not allowed during work projects, VBS, or night rallies)</li> <li><input type="checkbox"/> Bug repellent</li> <li><input type="checkbox"/> Bathing suit (must be modest) &amp; towel if you plan to swim at the lake on free day</li> </ul>
<b>PROHIBITED</b>	<ul style="list-style-type: none"> <li>● Knives (all types and all sizes)</li> <li>● Weapons of any type, including chains, knives, firearms, and spiked jewelry</li> <li>● Alcohol, drugs, illegal substances, or any paraphernalia associated with drug use</li> <li>● Pepper spray/Mace</li> </ul>

\*Do not bring anything too valuable. If participants do bring valuables, **they are responsible to hide them in their luggage when they are not in use.** Do not leave items lying around unattended.

**WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

# Clothing

***All participants not adhering to the guidelines we have set below will be asked to change.  
Due to the area in which we will be serving, please bring modest clothing.***

<b>Females</b>	<ul style="list-style-type: none"><li>• At all times, modest apparel and dress are a must! We need to be representatives of Christ and provide a great example to the men attending and to those with whom we work on location during ministry time and free time. <u>We do not want to bring attention to ourselves</u>, but rather to what we are doing.</li><li>• Shorts <b>must be</b> mid-thigh or lower. We insist on this rule and will ask you to change.</li><li>• Yoga pants, bike shorts &amp; leggings may not be worn as pants throughout the week. They may be worn on travel days only. We insist on this rule and will ask you to change.</li><li>• There will be no low shirts, tank tops, cropped tops, or tight clothes of any sort allowed for any day of the trip. All v-neck shirts must have a high-necked shirt underneath. If you can see down your shirt when you bend over, <u>do not pack the item</u>.</li><li>• Bandanas or headbands that mimic bandanas are not acceptable hair accessories.</li><li>• Sweatshirts and jackets are allowed <b>ONLY UNDERNEATH</b> ministry shirts if the weather is wet or cold. Because you are on a mission trip, the people we minister to and the leadership need to be able to identify you by your shirt. We insist on this rule and will ask you to remove your sweatshirt or jacket.</li><li>• <b>SANDALS</b> (flip flops, camping/hiking style, etc.) <b>ARE NOT PERMITTED DURING WORK PROJECTS, VBS, OR NIGHT RALLIES</b>. We insist on this rule and will ask you to change.</li></ul>
<b>Males</b>	<ul style="list-style-type: none"><li>• A shirt <b>must be worn at all times</b>. No exceptions!</li><li>• Changing <b>must be done in the men's restroom - not in the sleeping area</b>. This includes changing shirts. Please respect the female members on the trip.</li><li>• Muscle shirts are <b>not allowed</b>. We insist on this rule and will ask you to change.</li><li>• Cut-off sleeves are <b>ONLY</b> allowed during work project time and <b>ONLY IF</b> the sleeves are cut right <b>at the seams - not down the sides</b>.</li><li>• <b>Under no circumstances</b> are you allowed to cut off the sleeves of the ministry shirts we provide for VBS and evening rallies!</li><li>• Bandanas are not allowed.</li><li>• Sweatshirts and jackets are allowed <b>ONLY UNDERNEATH</b> ministry shirts if the weather is wet or cold. Because you are on a mission trip, the people we minister to and the leadership need to be able to identify you by your shirt. We insist on this rule and will ask you to remove your sweatshirt or jacket.</li><li>• <b>SANDALS</b> (flip flops, camping/hiking style, etc.) <b>ARE NOT PERMITTED DURING WORK PROJECTS, VBS, OR NIGHT RALLIES</b>. We insist on this rule and will ask you to change.</li></ul>

*ALL participants must be aware of the appropriateness of dress. Leaders monitor the dress code, and any clothing that is not deemed appropriate will not be allowed. You will either be asked to put something else on, or a leader will supply you with a change of clothes. No exceptions!*

*Bring Work Clothes.* There are a variety of work projects, such as cleaning, lawn care, and painting. Wear clothes you will not care about if they become soiled or worn.

*Closed-toe shoes are to be worn at ALL times when doing work projects, at VBS, and at night rallies.*

## Itinerary

<b>Saturday June 18, 2022</b>	6:00 AM: Meet at Northview Church Fargo (3401 25th St S, Fargo, ND 58104) Arrive in Chicago around 8:00 PM to 9:00 PM
<b>Sunday June 19, 2022</b>	Morning: Prayer & witness walk
	Morning to afternoon: Service at Chicago City Life Center (5501 S La Salle St., Chicago, IL 60621)
	Afternoon: Lunch, team assignments, and week overview
	Evening: A Taste of Chicago (Meal at your own expense and L-Train to and from downtown will be at your own expense)
<b>Monday June 20, 2022 through Friday June 24, 2022</b>	Morning: Breakfast, worship, and service
	Morning to afternoon: Various work projects
	Afternoon: Lunch and VBS (Vacation Bible School)
	Evening: Dinner and evening rallies
<b>Saturday June 25, 2022</b>	Day off / Free day: Taking the day off and heading into the city of Chicago to spend the day in groups with chaperones/leaders doing various activities (tourist attractions, Lincoln Park Zoo, museums, baseball games, shopping, etc.) Please see below for direction on spending money Evening: Everyone will meet at one central location and head back to the church
<b>Sunday June 26, 2022</b>	Depart Chicago at approximately 8:00 AM Arrive in Fargo around 9:00 PM-midnight depending on the length of time spent on travel stops

***All regular meals Mon. - Fri. (breakfast, lunch, dinner) will be provided.  
Breakfast and lunch will be provided on Sunday, June 20.***

## Spending Money

SUGGESTED AMOUNT	AT THE EXPENSE OF EACH PARTICIPANT
<b>Around \$200.00</b>	<p><b>Spending Money Participants Will Need:</b></p> <ul style="list-style-type: none"> <li>● Meals for all travel days (June 18 &amp; 26, approximately \$10 - \$15 per meal)</li> <li>● Any activities participants choose to participate in outside of the outreach Mon. - Fri. (snack, coffee, etc.)</li> <li>● Meals on the evening of June 19 and ALL day June 25 (to go snack packs provided June 25) <ul style="list-style-type: none"> <li>○ Approximately \$15-\$30 per meal</li> </ul> </li> <li>● L-Train Transportation: to and from downtown Chicago for the evening of June 20 (~\$6.00 for a round trip) and all day on June 25 (~\$10.00-day pass to be used for the L-Train system and city buses)</li> </ul> <p><b>Optional Spending Money</b> (Prices are approximate. This is not required money. You will only need it if you wish to participate in the activities listed below. If you cannot afford these "extras," don't worry, you will still have a GREAT TRIP!):</p> <ul style="list-style-type: none"> <li>● Willis Tower (2nd tallest building in the nation): \$26.00</li> <li>● Entrance to a baseball game (White Sox or Chicago Cubs): \$50.00 - \$100.00+</li> <li>● Museums (Shedd Aquarium, Science Museum, etc.): \$25.00+</li> </ul>

# REACH THE HEART

## REACH CHICAGO GROUP APPLICATION - 2022

*All applications must be written in black/blue ink*

### Group Information

Official Church Name (Applicable to Youth Ministries attending): \_\_\_\_\_

Attending Youth Pastor/Primary Leader Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Address: (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

YP/PL Email Address: \_\_\_\_\_

YP/PL Phone: (Cell) ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ (Work) ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

\* All email and paper communications will go to the email and address specified above.

### Participants and Fees

Please complete and attach the included spreadsheet.

Total Number of Participating Students: \_\_\_\_\_

Total Fees Paid: \$ \_\_\_\_\_ .00

Total Number of Participating Leaders: \_\_\_\_\_

Total Fees Paid: \$ \_\_\_\_\_ .00

**All checks are to be made payable to: Reach the Heart**

**All group registrations must be sent in one package to:**

**Reach the Heart  
Attn: Reach Chicago  
P.O. Box 10265  
Fargo, ND 58106**

\*All payments must be accompanied by the registration form in order to ensure payment for your group.

# Group Registration Spreadsheet

Page \_\_\_\_\_ of \_\_\_\_\_

*(Please indicate how many pages are being sent in.)*

(Duplicate as necessary.)

Name	Gender (M or F)	Shirt Size (S, M, L, XL, 2X, 3X, Other (Please indicate))	Required Deposit Amount (\$200.00)	Remaining Balance Amount Included (up to \$300.00)	Late Fee \$25.00 (if accepted after each set deadline)	Total Included	Total Amount Remaining

**TOTAL ENCLOSED: \$ \_\_\_\_\_ . \_\_\_\_\_**



# Reach Chicago Guidelines

**As the indicated group leader, please read and initial the following rules to show that you and your team understand the listed following responsibilities.**

**Leadership** As a leader on this trip, I will respect and follow Pastor Cal's leadership. I will honor his requests and make sure the students and other leadership I am bringing with me are doing the same. I will set an example to those around me and encourage students to step out of their comfort zones.

*Romans 12:10* (Initial) \_\_\_\_\_

**Team Effort** Our team will be working as a unit. Therefore, it is necessary that you cooperate in every way regarding punctuality, private and group devotions, team prayer meetings and services, and personal prayer for other team members. Please compliment and encourage one another OFTEN.

*1 Thessalonians 5:11* (Initial) \_\_\_\_\_

**Hours** Please obey all lights-out times, as well as wake-up times. Our schedule has been designed to enable the entire team to reach each destination on time and to allow you enough rest each evening. Please be involved in personal and group devotions at the times designated.

*Philippians 2:4, Matthew 25:23* (Initial) \_\_\_\_\_

**Language** Please no sarcasm, cutting remarks, bad language, and complaining.

*Philippians 2:14* (Initial) \_\_\_\_\_

**Dating** Avoid starting a relationship with someone during this trip. If you are presently dating someone who will be going to Chicago, we expect you to follow the same guidelines. There will be no public displays of affection (holding hands, prolonged hugs, kissing, dancing, etc.).

(Initial) \_\_\_\_\_

**Culture** Please understand that even though you will be in the U.S.A. on this trip, it is necessary that you respect the customs and traditions of those to whom you minister. Conduct yourself in a respectful manner at all times. Always travel in groups of three or more.

*Matthew 5:14-16* (Initial) \_\_\_\_\_

**Clothing** Clothing MUST be modest. Please read the section on proper dress and clothing on page 5, then initial here.

(Initial) \_\_\_\_\_

**Authority** You must listen to and respect ALL authority. Please think before you ask questions. Try to avoid inquiring "Why?" and "How come?" You must be a servant on this trip. Be willing to serve and help out in any way possible. Please offer assistance in every situation that requires help.

*Hebrews 13:7 & 17* (Initial) \_\_\_\_\_

**Vans** Please keep the vans clean at all times. Do not throw your garbage on the floor. Throw all trash in the van garbage bag or throw it in a trash can at the next destination.

(Initial) \_\_\_\_\_

# Volunteer Affidavit

To be completed by the Lead/Senior Pastor of Youth Ministry groups.

The undersigned pastor warrants that his/her church has processed and reviewed background checks and has checked references on all volunteers, employees, and pastors from his/her church that will be working with youth participants of Reach Chicago 2022, and is aware of no information that would suggest that any of said persons pose a risk of harm to minors.

I certify under PENALTY OF PERJURY under the laws of the State of North Dakota that the foregoing paragraph is true and correct.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

## Notary

State of \_\_\_\_\_ County of \_\_\_\_\_

I certify that the following person(s) appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

\_\_\_\_\_  
Name(s) of Principal(s)

[Notary Seal]

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

My commission expires: \_\_\_\_\_, 20\_\_\_\_.

# Youth Leader Process

## Information for Church Leaders

### Requirements:

All youth leaders must be 18 years of age or older for Reach Chicago and have graduated high school by the previous school year (2020-21).

It is the responsibility of each church to provide adequate leadership for the number of male and female participants they are bringing (see the leader formula below).

Should a church be unable to secure enough leaders from within their church, permission is granted to recruit leaders from another church, Bible College, Chi Alpha, or Master's Commission. However, the burden of recruiting and screening is born solely by the church.

### Youth Leader Formula:

The following formula will be used:

0 Leaders	1 Leader	2 Leaders	3 Leaders	4 Leaders	5 Leaders
0 Youth	Up to 6 Youth	Up to 12 Youth	Up to 18 Youth	Up to 24 Youth	Up to 30 Youth

The kitchen staff is not counted in the formulas above. For instance: if you have 6 youth of the same gender and are sending two people to work in the kitchen, you must still provide 1 approved youth leader. All adults wanting to serve as kitchen staff need to contact our administration before registering as kitchen staff.

***Your Youth Leaders will be placed on teams with your participants.***

**TIP:** If you have a small number of youth participants (1-3) we recommend contacting another church and partnering your youth together. Please state these arrangements when their forms are submitted with another church to eliminate confusion.

### Youth Pastor Checklist:

1. **Receive Leader Applications from your local church volunteers**
2. **Screen each applicant**
  - a. Each staff applicant should be screened in accordance with your church volunteer policies as they will be working with your youth.
  - b. A national criminal background check is required to be run on each applicant.
    - i. Suggested screening resources
      1. <http://pinnacleprof.com> or <http://protectmyministry.com> specializing in background checks for churches
      2. [www.checkr.com](http://www.checkr.com)
      3. Your county courthouse
3. **Compile a list** of all leaders you approve to work with your youth using the attached Approved Leaders List (below).
4. **Include the Signed/Notarized Affidavit:** This lets us know you have appropriately screened each of your leaders and it is required for your leaders to be at Reach Chicago 2022.
5. **Remember:** If your church is sending staff serving in the kitchen, they must be screened as well, but do not count as youth leaders for your youth.

# Approved Staff & Youth Leaders List

**Name** = the name of the approved applicant

**Yrs. Exp** = should include the total number of years they have served in a youth staff role.

**Position** = the position they will be serving (most people will fall into the Youth Leader category. Other positions include kitchen staff).

**Gender** = Male (M) or Female (F)

Name	Yrs. Exp	Position	Gender
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

\_\_\_\_\_  
**Church Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Person Submitting**

\_\_\_\_\_  
**Position**

**Don't forget to attach the Signed and Notarized Affidavit with this form.  
Be sure to send an updated list if any changes occur.**

# REACH THE HEART

## REACH CHICAGO GROUP REMAINING BALANCE FORM- 2022

***If you choose to pay in two parts:*** *Use this form along with the next page* to send in **WITH** your payment so the

Reach the Heart administration can accurately apply payment to the appropriate participants.

Without this form, your payment will be delayed in being deposited. Thank you for your cooperation.

*All applications must be written in black/blue ink*

### Group Information

**Official Church Name** (Applicable to Youth Ministries attending): \_\_\_\_\_

**Attending Youth Pastor/Primary Leader Name:** (First) \_\_\_\_\_ (Last) \_\_\_\_\_

**Address:** (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**YP/PL Email Address:** \_\_\_\_\_

**YP/PL Phone:** (Cell) ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ (Work) ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

\* All email and paper communications will go to the email and address specified above.

### Participants and Fees

Please complete and attach the included spreadsheet.

**Total Number of Participating Students:** \_\_\_\_\_

**Total Fees Paid:** \$ \_\_\_\_\_ .00

**Total Number of Participating Leaders:** \_\_\_\_\_

**Total Fees Paid:** \$ \_\_\_\_\_ .00

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(Duplicate as necessary.)

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**TOTAL ENCLOSED: \$ \_\_\_\_\_ . \_\_\_\_\_**